



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Professional Development

AUTHORITY: KRS 15A.065

SUBJECT: Field Training Instructor Program

POLICY NUMBER: DJJ 502.1

TOTAL PAGES: 2

EFFECTIVE DATE: 08/04/2014

APPROVAL: Bob D. Hayter, ACTING COMMISSIONER

I. POLICY

The Field Training Instructor (FTI) Program shall ensure personnel are trained on job specific tasks deemed critical for Youth Workers (YWs) in the Department of Juvenile Justice (DJJ) facilities. This program shall be utilized for all newly hired YW and may be used to assist staff members who need remedial training.

II. APPLICABILITY

This policy shall apply to all DJJ staff.

III. DEFINITIONS

Refer to DJJPP Chapter 500.

IV. PROCEDURES

- A. The Division of Professional Development (DPD), in collaboration with Program Operations, shall develop and implement the FTI program. The FTI program in conjunction with the Youth Worker Academy (Academy) shall oversee all initial training for newly hired YW.
- B. DPD, in collaboration with Program Operations, shall develop facility based training curriculum, job specific tasks, and performance requirement guidelines. The training curriculum shall be utilized during the On the Job Training (OJT) training phase of the Academy, immediately following the Academy, and at any time remedial instruction is required.
- C. DJJ staff shall not alter any part of this training program without approval by the Director of Professional Development.

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- D. YWs that have completed their initial probation period, have been certified in all YW tasks, and desire to become a FTI may apply to the DPD through their chain of command. The FTI applicant shall be certified in all Youth Worker task and be recommended by their Superintendent.
- E. FTIs shall attend an initial in-service training to become a certified trainer and annual recertification trainings.
- F. During OJT only certified FTIs shall train newly hired Youth Workers on FTI program job specific tasks. Newly hired YWs shall not be responsible for juveniles without direct supervision of an FTI.
- G. FTIs shall be responsible for documenting daily observations of the newly hired YW's progress.
- H. FTIs shall ensure all OJT job specific task documentation has been completed at the time the task is signed off. Superintendents shall review the newly hired YW's progress and documentation with the FTI, prior to certifying proficiency of the job specific task.
- I. The newly hired YW shall return to the Academy with completed original FTI program documentation. Copies of the OJT FTI program documentation shall be placed in the individual's training record.
- J. All original post academy FTI program documentation shall be placed in the individual's training record.
- K. Newly hired YWs shall complete an FTI program questionnaire at the completion of training.

V. MONITORING MECHANISM

The Director of Professional Development and Training Branch Manager shall monitor this policy annually.